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ABSTRACT

This booklet was developed to help ninth graders explore career opportunities. Presented in five sections, the pamphlet opens with, "know yourself," in which students complete exercises designed to enhance self discovery, such as identifying abilities and interests, and designing ways to achieve career plans. The second section, "check out reality," encourages the reader to learn about future trends, the cost of living, the value of education, and other practical concerns. The third segment, "know your options," explores ways to uncover options and encourages the student to develop as many options as is possible. In part 4, "engage in activities," students read on topics ranging from trying new things, to summer and part-time jobs. The last segment, "maximize high school," offers advice on planning for the future, developing good study skills, enrolling in advanced classes, preparing for standardized tests, and other secondary school concerns. Each topic offered here appears on a single, illustrated, and easy to read page. Additionally, at the bottom of many of the pages appear suggestions or phone numbers for learning more about the topic discussed. Appendices feature information on wisely using the summer months, a glossary of career and education terms, and ordering information for publications on post-secondary plans. (RJM)

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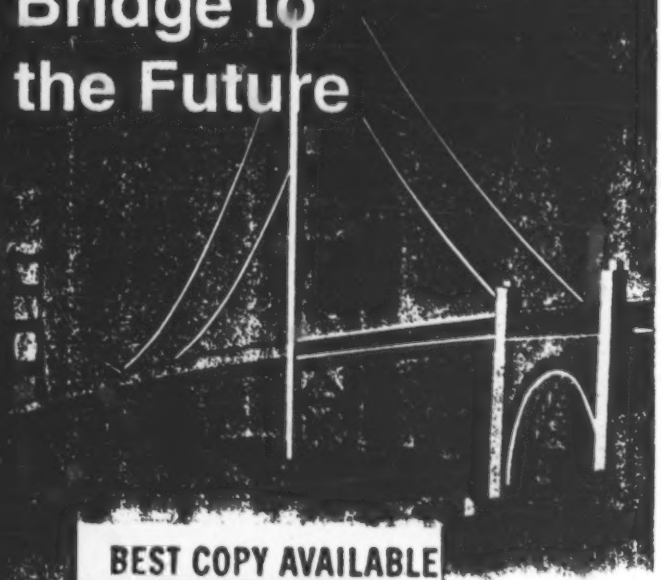
ED 376 420

Connections

Helping you Build a Bridge to the Future



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TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

Who sent me this?

The Indiana College Placement and Assessment Center.

ICPAC for short.

Throughout high school, ICPAC will send you information that will help you plan your career and education. We will send you newsletters, planners, and financial aid information.

When you have questions, we can help you find the answers. We will answer your questions for free immediately over the phone or send you more detailed information through the mail.

Our Hotline is free and open 24 hours daily.

Staff members take calls between 8am and 9pm Monday to Thursday, and 8am through 5pm Friday. At other times, leave a message and we will answer your request during office hours.

Why should I read it?

Simple.

All Indiana 9th Graders must create a career and course plan for high school.

This book will help you create your plan.

***Connections* will help you, your family, and your guidance counselor:**

- think about your interests and abilities
- discover careers you might enjoy
- use activities to explore careers
- plan the Core 40 courses you will take to reach your career goals
- know the type of education you will need after high school
- write your plan for the next four years

***Connections* links you with the services of the ICPAC Hotline.**

Call this toll-free number for FREE information on education and career planning.

1-800-992-2076

or TDD 1-800-225-8980

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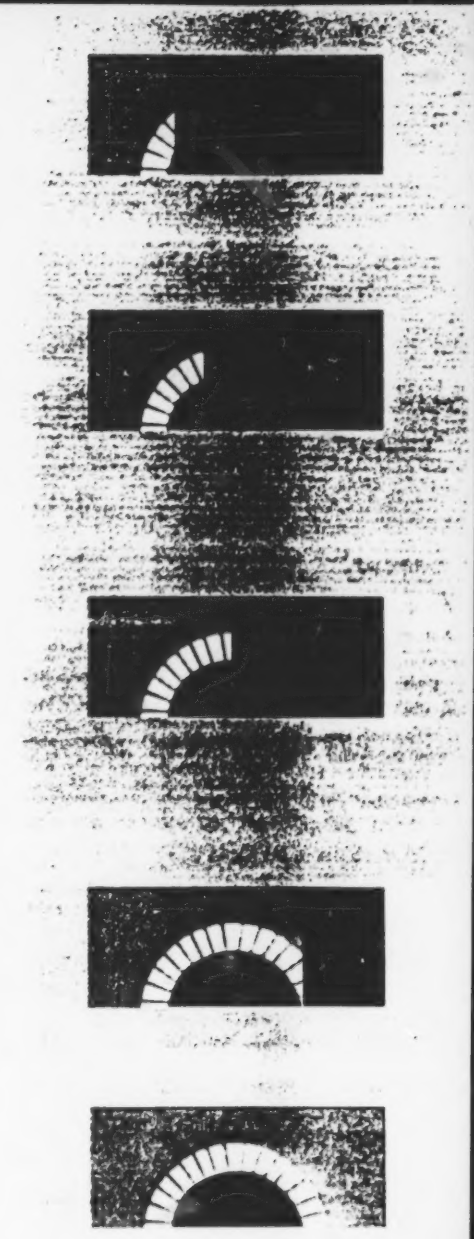
Get a Career & Course Plan worksheet from your school or the Hotline. Then read page 2 to start building the first section of your bridge to the future!



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know yourself

Did you pretend you were President or a fire fighter when you were younger?

What careers do you dream of now?

Have your dreams changed?

What will it take for you to enter one of the careers you dream about now?

You may have to learn how to:

- **use new tools**
- **wear a uniform**
- **talk with people**
- **solve problems**
- **write clearly**

Any career you choose will require you to learn and do new things.

This is the gap between where you are and where you want to go.

You **can** build a bridge over this gap to your destination.

Read the next page to start building a bridge to your career.

chart
a destination

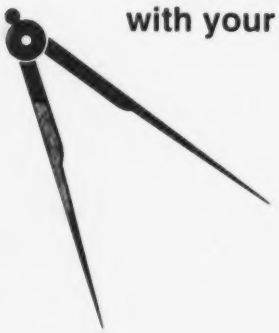
The first step in a long trip is deciding where you want to go.

Write a story on a separate piece of paper about what you dream your life will be like in the next fifteen years.

In the story talk about:

- your experiences in high school
- the career you chose
- the company you work for
- the education you needed after high school for this career
- where you are living
- your family life
- your hobbies
- charities and organizations you work for

Share this story with your parents.



What do they think is your ideal future?

Why did you decide to continue your education after high school?

"I knew it was the only way to be successful in the workforce. To have a career, I need to learn a skill and have knowledge about an area. I want to be able to function in society and give back to my community."

Damon McDade
Indiana State University
from Terre Haute
Major: Human Resource Development

make decisions

Don't leave your career choice to chance.

One of the most important decisions of your life will be choosing a career. Explore your career ideas and prepare for your future carefully.

Your decisions will influence your future.

You don't have to make these decisions alone. You can get help from your friends, parents, teachers, guidance counselors, and advisors.

These steps will help you successfully make decisions.

1. **Identify the decision to be made.**
2. **Gather information.**
3. **Identify your options and choices.**
4. **Weigh evidence for and against each choice.**
5. **Choose among your options.**
6. **Take action.**
7. **Review your decision and its consequences.**

Use these steps to solve this problem

You are looking for a job. You have been offered two part-time jobs.

- **Billy's Burgers** will pay you $4.35 an hour for 12 hours a week. You will work closing on Friday and Saturday nights.
- **Patty's Pets** will pay you $4.70 an hour for 10 hours work a week. You can work your hours whenever you wish.

What other information would you ask for from each employer?

Which job would you choose and why?

4 Adapted from *Basic Career Development*, I.U. Career Development Center

know
what you want

The career you look for will depend on what you want in life.

How important to you are the following career goals?

Read the 12 items below. Write a **1** next to the goal that is **most** important to you in a career. Then use numbers 2 to 12 to rank the remaining career goals.

_____	**Earnings**	how much the career pays
_____	**Service**	how much the career lets you help others
_____	**Interest**	how interested you are in the career
_____	**Growth**	how much you can grow as a person
_____	**Prestige**	how much people will respect you
_____	**Free time**	how much time you can spend with loved ones
_____	**Location**	how much you want to live where the career is
_____	**Independence**	how much you can "be your own boss"
_____	**Security**	how long the career will employ you
_____	**Success**	how well you will do in the career
_____	**Responsibility**	how much people will depend on you
_____	**Teamwork**	how much the career allows group work

Write the 3 most important career goals on your *Career & Course Plan*.

Why are these factors important to you?

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identify your abilities

What are your skills and abilities?

You may not think that you have many abilities or skills. But you have learned many skills since you were a child. You will need many for your career. You use skills without knowing that you possess them.

There are three types of skills:

- **Self-management Skills** are personal qualities. How you get along with others, relate to authority, and manage time are examples of self-management skills.
- **Transferable Skills** can be used across jobs or career fields. Most careers require that you write well and speak clearly. Many jobs require knowledge of advanced mathematics. Your transferable skills can be used in many different careers.
- **Specialized Skills or Knowledge** are learned for a specific career. A specialized skill learned by nurses is how to give medications.

Think of a job you held or an activity in which you participated.

1. On a piece of paper, write down the name of your job or activity.
2. Write down what you did for your job or activity.
3. Write down the skills you used.
4. Name the skill as self-management, transferable or specialized.
5. **Write your abilities in your *Career & Course Plan .***

Example Skills Exercise

Name of Job or Activity: Home Room Representative

What you did	Skill Used	Skill Type
brought problem of late notice of school activities to student council	public speaking	specialized
	explaining	transferable
	influencing	transferable
	responsibility	self-management

discover your interests

Finding your interests will help you find possible careers.

You will enjoy reading a book more if it interests you.

The same is true for careers.

You will enjoy the career you choose if it fits your interests.

You can discover your interests.

There are tools you can use to discover your interests.

These tools are called *interest inventories*.

They are often paper and pencil exercises which ask you questions about yourself. Your guidance counselor may have interest inventories that you can take. Or, your counselor will know where you can get one.

Included in the *Career and Course Plan* is a survey that you can use to find careers that may match your interests.

Completing this survey will not give you "the answer."

But, it can give you a starting point for exploring careers. Complete the *Discovering your Holland Code* survey on the back of the *Career and Course Plan* worksheet before reading the next page. This survey will give you a three letter code called a *Holland Code*.

To learn what your Holland Code means, read the next page!

ICPAC offers a more detailed, low-cost interest inventory to help you explore. Send $3.50 + .18 tax by check or money order to ICPAC, 2805 East Tenth St, Bloomington, IN 47408.

create
career ideas

Use your Holland Code from the survey you completed to find out which of the categories below fit you.

R **Realistic** These people have athletic or mechanical ability. They prefer to work with objects, machines, tools, plants or animals. They usually like to work outdoors.

I **Investigative** These are people who like to observe, learn, investigate, analyze, evaluate, or solve problems.

A **Artistic** These people have artistic, innovative or intuitive abilities. They usually like to work in an unstructured situation, using their imagination or creativity.

S **Social** People in this category like to work with people. They like to inform, enlighten, help train, develop, or cure people. They may also be skilled with words.

E **Enterprising** These people also like to work with people, but they like to influence, persuade, or perform. They like to lead or manage for organizational goals or economic gain.

C **Conventional** People in this group like to work with data, have clerical or numerical ability, and carry things out in detail. They usually enjoy following other people's instructions.

Create career ideas from your Holland Code, goals and abilities.

1 Turn to page 65 and use your Holland Code to discover careers that may fit your interests.

There are many more careers not listed on page 65. Call the Hotline for help finding other careers or ordering detailed career descriptions.

2 Do any of the listed careers sound interesting to you? Do these careers match your career goals and abilities?

3 Choose three careers that interest you.

4 **Write your careers in your *Career & Course Plan.***

check
out reality

know
what you can do

Don't limit yourself

Set a goal.

Know yourself and what you are capable of doing.

Don't let stereotypes or what others think keep you from the career you want.

The most important thing is that you enjoy your career and that you do your best.

Have a realistic view of the world.

If you know what the challenges are in life, you can plan to overcome them.

That's what this chapter of *Connections* is all about.

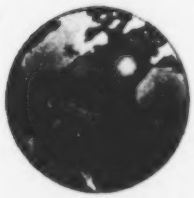
What are some of the toughest things you've dealt with?

"Having to manage my time... make effective use of it. I have learned efficiency. I'm an independent person... so learning to share things with a roommate, learning to adapt, knowing your personality. You have to be open to change.

You need to be better prepared for the real world. You need to take computer courses... you need communication, verbal skills, written, too. Choose extra courses in presentation ...to make yourself a better leader."

Chris LaFevor
Indiana State University
from South Whitley
Major: Insurance

look
at the future world



The world you live in today will not be here 6 years from now.

Will it be destroyed by a nuclear war? Probably not. We will still be here, but the world in the year 2000 will be very different from what it is today.

Technology is growing more powerful, and the globe is shrinking.

Because of the explosion of information from television and computers, we are being introduced to new people and new ways of thinking.

With this change in culture, our workplaces are changing too. No matter what career you choose, you will be given many different types of responsibilities. Workers will be expected to be more flexible, take more responsibility, and work effectively in teams with other people.

The U.S. Department of Labor reports that you will need to be a skilled worker to find a good job in the year 2000.

Will you be able to do these tasks?

- locate, understand, and interpret written, verbal, and graphic information
- understand numerical information and use math to answer questions
- think creatively, make decisions, and solve problems
- set goals, work with others, and believe in yourself
- know how to learn

Need more help?

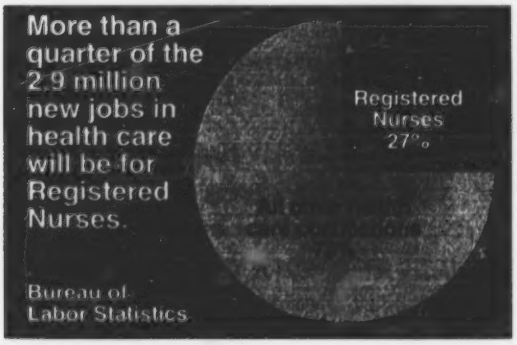
Call the Hotline for a free report on *Skills you will need for the future (IS-82)*

aim
for the future

How can you aim for the future?

You can aim at the future by making educated guesses that will help you plan your career. One way is to learn the occupational outlook for your career field. An occupational outlook will tell you how many jobs will be available in your career field by the time you finish your education.

Charts like the one below tell you a career field's outlook.


More than a quarter of the 2.9 million new jobs in health care will be for Registered Nurses.
Registered Nurses 27%
Bureau of Labor Statistics

The best way to find the outlook for a career field is to read the *Occupational Outlook Handbook*. This book may be at your Guidance Counselor's office or at your local library.

You will have around 6 jobs in your life.
Prepare yourself now for the jobs in your future.

Become a flexible worker.

Master technology.

Be a life-long learner.

Gain leadership skills.

Learn multiple skills.

Want more information?

Talk to your guidance counselor or call the Hotline for Occupational Outlook information.

learn
the facts

Find out what work is really like. Understand your choices. This will improve your chances of reaching your goals!

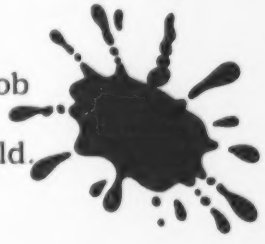
These activities can teach you about work and careers.

Informational interviews are meetings with someone in a job that you might like. Before you go, prepare questions about the job and things related to it.

Job shadowing is spending time with someone on a job. It gives you an inside view. Ask lots of questions and take notes as you observe the person. Talk with others at the workplace about the job.

Workplace tours let you see the different areas of a workplace. You might tour with a group or call and ask to tour with someone from the company.

Volunteer at a local business or community organization to get an idea of what having the job is like. You won't receive money but you will gain experience and learn about jobs in that field.



Prepare before you go!

Plan ahead Once you have identified a job you might like, arrange a day and time to tour, interview or job shadow. If you don't know anyone in that company or position, call the personnel office. Someone there will arrange for your visit. Research the job and company, if possible.

Ask questions that get you the information you need or want. Don't be afraid to ask questions. Most people will be glad to answer any questions you might have. They will be happy to explain what the job is really like.

Be professional
Dress neatly, speak clearly, and be on time. Be prepared with your questions. Listen carefully and take notes. Then think about what you learned.

Want more information?

Call the Hotline for:
Worksheet for Visiting a Job Site (IS-49)

know
the cost of living

Will the career that interests you pay for the life you want?

How much money do you want to make? $_____

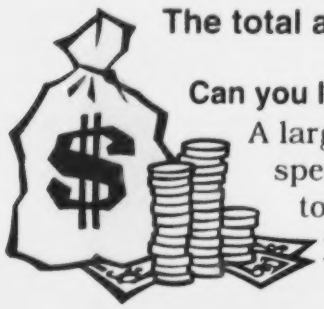
How much will your career pay you? $_____
Find out by talking to your
Guidance Counselor or call the
Hotline at 1-800-992-2076.

What's the difference? $_____

Let's say you earn $12.02 an hour or about $25,000 a year .

Do you know how much it really costs you to live each year

if you live alone in a one-bedroom apartment?	$4,488
if you want a phone, electricity, and water?	$1,890
if you drive a used midsize car?	$4,800
if you buy groceries and cook all your meals?	$2,891
if your only entertainment is cable TV?	$ 420
If you do your laundry at a laundromat?	$ 396
if you have health insurance through work?	$ 400
if you buy your clothes off the sale rack?	$ 300
if you save no money?	$ 0
when you pay taxes and social security?	$7,500
The total amount:	**$23,085**



Can you live the way you want with the career you chose?
A large pay check isn't the only reason to consider a specific career. But, be aware that it is expensive to live on your own. Usually, the more education you have, the more your career will pay.

learn
to value education

Education is the way to build a bridge to the life you want.

Education will open doors to your future.

Education can teach you how to learn.

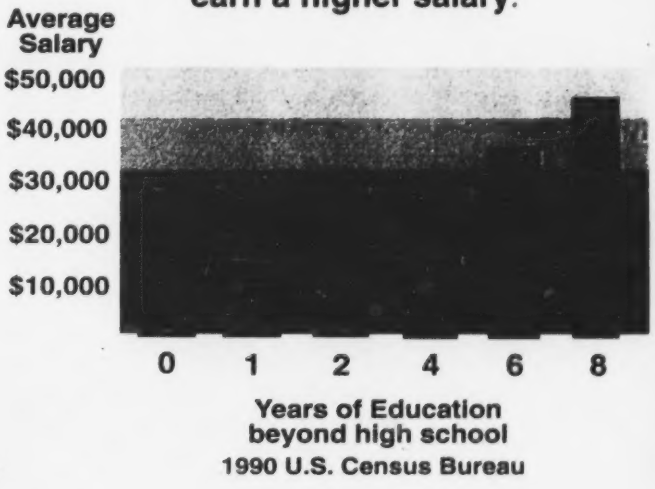
Education can help you cope with changing jobs and careers.

Education can give you more job choices.

Education makes it less likely you will lose your job.

Education can help you explore your abilities and interests.

Education can help you earn a higher salary.



Education gives you confidence.

What other things will education do for you?

Want to know more?
Ask the ICPAC Hotline for
The Value of Education: advice from two experts (IS-43)
The Dollars and $ense of Education? (IS-45)

discover
what it takes

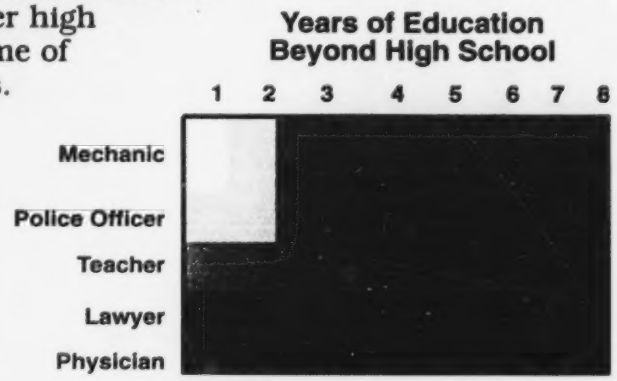
Can you become a medical doctor overnight?

You could start calling yourself a medical doctor tomorrow, but would you get many patients? If you were sick, would you allow a doctor with no training to operate on you? Probably, not. Would you let a poorly trained mechanic work on your car? No.

What is the difference between someone you trust to treat you or fix your car and someone you will not? Simple -- education and experience.

Usually, the more education and experience you have, the more you know. Look below to discover how much education after high school is required for some of the most popular careers.

There are many good paying careers that require only a moderate amount of education. Look at the next page, and read more about the value of education .



It takes the right training and skills to do a job well. It **also** takes the right attitude. You must enjoy the work you are doing. If you enjoy your job, you will perform well and increase your chances for raises and promotion. The key to finding an enjoyable career is choosing a career based on your abilities, values, and wants.

Want to know more?
Call the ICPAC Hotline for
The Future, Education, and the Job Outlook (IS-46)
Indiana Labor and Employment Statistics (IS-48)
The U.S. Workworld: 1990-2005 (IS-52)

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know
your options

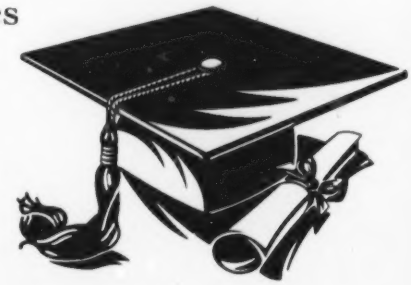
BEST COPY AVAILABLE

know
what you need

There are hundreds of schools you can attend after graduation to receive education.

Different careers need different types and amounts of education.

Usually, careers with greater responsibility and pay require more education.



Fields like health care have many separate careers that require different types and amounts of education.

Career	Type of School	Length of Training
Certified Nurses' Aide	Technical College	3 to 6 months
Medical Assistant	Technical College	6 months to 1 year
Licensed Practical Nurse	Technical College	1 year
Registered Nurse	2 yr or 4 yr college	2 to 4 years
Clinical Nurse Specialist	4 yr college+ Professional School	6 years
Physician	4 yr college Professional School	8+ years

Read this chapter to discover the different types of training and education available after high school.

Do you know the type of education you need?
Talk to your Guidance Counselor or call the Hotline to find out the education you need to reach your career goals.

check
out training options

There are many ways to receive valuable training.

Apprenticeships - An apprenticeship combines learning through both work and classroom instruction. Apprentices (learners) are paid for their work by a company sponsor or employer association. After training, apprentices are certified as skilled in a trade. There are over 100,000 apprenticeship openings in over 800 occupations each year in the nation. The most popular apprenticeships include cooks, correction officers, and fire fighters. The majority are in the electrical, carpentry, and plumbing trades. To learn more about apprenticeships, talk to your guidance counselor or call the Hotline.

On-the-Job Training (OJT) - Learning an occupation through OJT is similar to apprenticeship. In OJT, businesses train new or current workers in the skills necessary for a particular job. Starting on the wait staff of a restaurant and working up to a management position can be done through OJT. Unlike apprenticeships, OJT does not usually result in a certificate that will be accepted by future employers as proof of your skills. However, OJT will provide you with experience and a paycheck. Federal and state programs may help you find OJT opportunities.

Armed Services - Training in over 200 occupations is available in the armed services. You can also obtain a college education at a military academy or earn money for college during your tour of duty. There are advantages and disadvantages to this option. Learn more by speaking to your parents, teachers, veterans, and your guidance counselor. Then talk to a military recruiter about the training options they can offer you.

Want more information?

Call the Hotline for:
Is the Military an Option or You? (CS-6)
All About Apprenticeships (CS-10)

look into
one- and two-year options

Occupational, trade & technical colleges provide education and training of less than 4 years for a specific career.

These colleges offer three types of programs

- **Certificates** usually require 6 months to 1 year to complete;
- **Diplomas** may require 9 to 18 months to earn; and
- **Associates degrees** usually take 2 years to complete.

These colleges can be public, non-profit, or for profit.

Vincennes University, Ivy Tech State College, the Purdue Statewide Technology Program and most of the other state colleges offer opportunities to earn certificates and associates degrees.

There is also a long list of private, non-profit Indiana colleges and many, many for profit colleges which offer these training opportunities.

These colleges train students in fields such as

- Auto Body Repair
- Commercial Driver
- Flight Attendant
- Chef
- Dental Technologist
- Practical Nurse
- Registered Nurse
- Tool and Die Maker
- Funeral Director
- Aviation Maintenance Technician
- Building Construction Technology
- Heating/Cooling/ Refrigeration Technician
- Banking and Finance
- Computer Technology
- Professional Supervision

Want more information?

Call the Hotline for:
Indiana Occupational, Trade and Technical Colleges (IS-27)

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investigate
two-year programs

Two-year programs can provide you with skills and knowledge to start a career. They can also help you prepare for further learning. Students who decide they are not ready to earn a four year college degree may choose to start an Associates degree first. There are many programs in the state which offer this option. If you decide on this option, there are further decisions you must make. Many of these institutions offer two types of Associates degrees.

The two types of Associates degrees.

- **Non-transferable (terminal)**
  programs provide training for those who do not want more than two years of training. In most cases, this degree will not allow you to transfer these courses toward a four-year degree. At some time in your future, you may decide that you need a Bachelor's degree to get a job you want. You may not be able to use this degree as credit toward a 4-year degree.
- **Transferable**
  programs are for people who think they may want more than two years of school. Work in this type of program can count towards a four year degrees at the same or a different school.

There are many programs offered in the same area of study which offer both the transferable and the non-transferable Associates degree. Make your choice carefully. Remember, your goals and needs may change. **A transferable degree leaves you with many more options!**

Some Associates degrees offered at Indiana colleges:

Non-transferable	Transferable
Electronics Technology	Electrical Engineering Technology
Practical Nursing	Nursing
Welding Technology	Elementary Education
Secretarial	Social Work
Graphic Design	Business Administration
Aircraft Maintenance Technology	Aircraft Maintenance Technology
Computer Information Systems	Computer Information Systems

Want to know more?
Call the Hotline for *Two-Year Colleges: 2 Paths from which to choose* (IS-25)

24

consider
four-year colleges

Four-year colleges offer two types of education.

Bachelor of Science

A Bachelor of Science degree is earned in specific fields such as education, and engineering. Students take courses in the career field that interests them, as well as general courses. The Bachelor of Science will prepare you for careers such as:

Agricultural Engineer	Teacher
Industrial Designer	Social Worker
Physical Therapist	Health Administrator
Business Administrator	Meteorologist

Bachelor of Arts

A Bachelor of Arts is a liberal arts degree. Liberal arts students take a wide variety of courses in math, science, literature, history, and foreign language. A specific career goal is not needed before you begin a Bachelor of Arts Degree. Many liberal arts students use their first year of college to explore career fields. These students then choose and take courses in an career area. They may also take courses in another discipline which may link them to specific jobs. Students who graduate with a Bachelor of Arts degree can be prepared for many career options, such as:

Archivist or Curator
Teacher
Research Assistant
Editor
Advertising Manager
Public Relations Specialist
Sales Representative

Want to know more?
Call the Hotline for
Four-Year Colleges and Universities in Indiana (IS-26)

25

research
your options

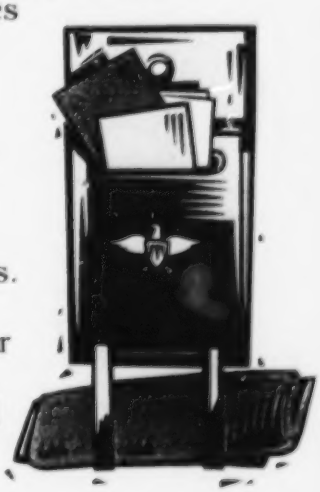
Follow these steps when researching your options.

Step 1: Decide the type of education you need.

You will need to research information for this decision carefully. Education for your career may be available from several types of colleges and programs. Check out all the possibilities. Each possibility can lead you to different levels of responsibility and pay on the job.

Step 2: Find out where the education you want is offered.

Call the ICPAC Hotline to find out the names and addresses of specific programs, schools, or colleges that can help you reach your career goals. We can even tell you which ones are close to home.



Step 3: Write to these programs or schools.

Once you know the names and addresses of colleges, you will want to do further research. Different programs, schools, and colleges have different academic strengths and special activities. Write a letter to the admissions department or administrative offices of the programs, colleges, or schools that interest you. In your letter request information about your career interest. Most will send you catalogs or brochures that you can order to find out what makes them unique.

Step 4: Visit the programs or schools.

Later, you should visit schools that interest you before making decisions. ICPAC can provide you with lists of questions that you will want to ask when you visit.

Want to know more?

Call the Hotline at 1-800-992-2076

Ask for names of schools that can help you reach your goals!

prepare
for the costs

Start planning for college costs today.

Step 1: Explore the costs

Call ICPAC or write colleges to find out their tuition and fees. ***Don't rule out any colleges because of cost.*** Expensive colleges often offer more financial aid than less costly ones. Find out the average financial aid amount that a school offers, and use that information as part of your decision-making and planning process. 1994-95 tuition and fee costs for three Indiana public colleges are listed below. Cost of books and room and board are not included.

Ivy Tech State College	**$1,724**
Purdue University, West Lafayette	**$2,838**
Indiana University, Bloomington	**$2,792**

Step 2: Find out about financial aid

Most college students get help paying for college. Some aid is based on your family's financial need. Other financial aid considers good grades, high test scores, honors, special talents, or activities. There are three types of aid:

- **Gift aid** is money that you do not have to repay.
- **Student employment** includes work-study programs, cooperative education and part-time jobs. There are also "work colleges" that allow students to work in exchange for their education.
- **Loans** are money you borrow for your education. You must repay the loans with interest.

Need more help?
Call the Hotline for...
Profiles of colleges that interest you, and
You can afford the future! (IS-2)

Step 3: Open a savings account

Most financial aid programs expect both students and parents to pay at least part of these costs. Save what you can, even $5 a month. It is important as savings, and as a statement of your faith in the future. Be sure you are prepared for college.

engage
in activities

try new things

Get involved in activities outside the classroom. You can learn a lot and have fun at the same time!

A good education should include both extracurricular activities and academics. In extra-curricular activities, you learn about

- people,
- decision-making,
- problem-solving, and
- teamwork.

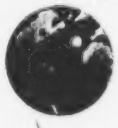
You can also learn to know yourself during these activities. This will help you decide what type of work you want to do in the future. For instance, you can decide if you want to

- work with people,
- like to make decisions and assume responsibility, and
- do the same type of task that you are doing in your club or organization.

Being active in school can also help you

- get a job during high school or after,
- get admitted to college, and
- get scholarships for college.

Participating in outside activities shows people that you are a well-rounded person and that you have many interests. It also shows that you can work with other people, and in all jobs, you have to work with others.



Some activities are:

- art
- band
- cheerleading
- chorus
- dance
- debate
- drama
- honor societies
- language clubs
- magazine
- newspaper
- orchestra
- opera
- radio broadcasting
- sports
- student government
- TV broadcasting
- yearbook

Need more help?

Check out page 46 for more information about summer activities. For information about playing sports in college, call the Hotline for *NCAA Freshman Academic Eligibility Requirements* (IS-91)

use summers

Summers can be fun and active not only in the sun or at the pool, but doing things! Check out the following ideas and make your summers a learning experience that helps build your future:

- summer camps,
- travel abroad,
- workshops and classes on a college campus,
- sports camps on campuses,
- volunteering for community organizations,
- job shadowing, and
- summer employment.

With no classes to attend or homework to do, summer is a great time to explore different things and decide if you enjoy them or want to learn more about them.

Brian Stewart
Indiana State University
from Loogootee, IN
Major: Criminology

"As a kid, I went to State Police and Law camps and we got to see the other side. I became interested through those."

Lavonna Anderson
Indiana State University
from Indianapolis
Major: Pre-med or Medical Technology

"Be involved in HS—fill every line on your college application. It helps you get scholarships and money awards which will help you pay for your books, etc...

"Dabble while you are in HS—it is a time for discovery. Try sports, different subjects. This will help you decide what you want to do. Get in something that interests you. Not art if you don't like it—but try things and do what you like. Then excel in what you do."

You will perform your best in school or work when you stay in good physical shape. Playing sports and developing good exercise habits will help you stay healthy as you grow older. There are many sports to try, both during the school year and in the summer.

consider
a part-time job

Thinking of going to work?

Many students take a part-time job during the school year. This can be both good and bad. Weigh the costs and benefits carefully before you take a job.

What are some benefits of part-time work?

Money

A good thing about work is the money you earn. You can buy things such as clothes, a movie ticket, or maybe even a car. Or you can save money for the future, such as education after high school. Financial aid programs will expect you to contribute money toward college. Saving for your education is an important investment.

Experience

The experience you gain will be very valuable. You will learn new skills. Experience is another kind of investment in your future.

- **You can learn a lot about careers.**
  You can learn about the field that your part-time job is in and decide if there is a future for you in that field.
- **You can learn new skills.**
  Future employers will want to see that you have good communication skills, problem-solving skills, and interpersonal skills. You might be able to learn these skills in a part-time job.

What are some costs of part-time work?

Study Time

The more time you work, the less time you have to study. Some students can have a job and still get good grades. Others have trouble keeping their grades up when working.
Students who work more than 10 hours a week see their grades fall.
Think about this carefully!

Free Time

Do you have a hobby you enjoy? Are you in a club or on a team? You will also need time to relax. Fun and free time are important to your health and well-being. Think carefully.

Need more help?
Call the Hotline for:
Labor Laws for Age 17 and Below (IS-92).
Writing a Resume and Interviewing (IS-9)

talk
to people

People are VERY VALUABLE resources to help you plan your future! Consult them for guidance and advice.

Parents

How did you parents get into their careers? How did they make their decisions about their futures? Find out how they like the choices they made and their jobs. Ask them for their opinions and advice about your career plans and education plans.

Guidance Counselors

Guidance Counselors can help you find out about

- careers,
- training and education,
- financial aid, and
- interest inventories to help you get to know yourself.

They can also help you with study problems or problems you may be having in a class or with a teacher. Walk down to their office and talk!

Teachers

Your teachers can tell you about their college and work experiences. Also, they know your strengths and can help you improve yourself academically. If you are committed to learning, they will help you achieve your goals.

Other people

Many communities have **mentor** programs for high school students. A mentor is someone who can guide, advise, and help you plan for your future. Check with your guidance counselor to see if your community has a mentor program. If not, find a neighbor or family friend who can play this role in your life.

ICPAC

Last but not least is ICPAC! We like to help people find the answers to their questions about careers and education. Give us a call at our free Hotline. We'll help you. Satisfaction guaranteed!

stay motivated

Do not lose sight of your dreams.

There are many challenges ahead. You will have to complete your homework, write your papers, and pass your tests. You also must begin to think about your future. But all the work and all the planning will be worth it in the end.

Stay motivated to do the hard work that will make your dreams become reality.

- **Talk** about how you feel to parents, guidance counselors, or teachers. They can help you make decisions and give support.
- **Be** your own best friend. Have faith in your self.
  - Think about the abilities that you do have --and don't dwell on the things you find difficult.
  - Ask your friends about your good points and remember them. Think about them when you are down.
  - Put your work in perspective; realize that these four years of high school are only a small part of your life and that the hard work will not last forever!
- **Reward** yourself when you do well. Bribe yourself. If you complete your homework assignments for the week, treat yourself to a movie or a new book For a bigger task, give yourself a bigger reward or do something fun you have been putting off. And don't forget to "pat yourself on the back" for finishing a big job. Knowing you did a good job will help you with the next big assignment!

"...The demands are so great, there's so much work to do. You ask 'Why am I here?' Think about your long term goals...don't miss an opportunity, when you are preparing for an exciting career!"

Greg Hubbard
Rose-Hulman
from Kokomo
Major: Mechanical Engineering

Need more help?
Ask the Hotline for
Plan for your Future during high school (IS-81)

maximize
high school

plan
for your future

After choosing where you want to go, make a plan to get there.

Having a clear plan for how you will spend the next four years in high school is very important.

The previous sections of this planner have helped you learn about yourself, your career interests, and the education you will need to meet your goals.

This section will give you important information about the academic options you have in high school.

Become familiar with the options available to you by reading this chapter and talking to your teachers and guidance counselor.

Work with them and your parents to create a list of courses and activities that will allow you to explore your career interests and prepare you for education after high school.

The *Career & Course Plan* worksheet will help you create a list of courses and activities, then write them down for future reference.

"Twenty or thirty years ago, you could get a factory job and have a nice life. Now, to get a good jump on life, I really think that people need to get an associates degree, vocational education or more education to do well.

Some students take blow-off classes. You need to get the most out of high school you can."

Jay Moorman
Rose-Hulman
from Sunman
Major: Computer Engineering

35

understand
high school choices

There is much more to high school than taking the minimum number of classes. Why should you do more? Simple, if you want to be successful, the world expects you to do more than the minimum. Don't believe it?

Indiana government leaders, educators, and business people do. They have agreed on a group of high school classes that will prepare you for success. This group is called the **Indiana Core 40**. You should strive to complete the Core 40 if you want to go to college or get a good job.

You can complete the **Core 40** by following the guidelines on page 34. Take as many of these Core 40 classes as you can during your first two years of high school. This will leave time during your junior and senior years to take career exploration, advanced, and elective courses like those described below.

You can complete the Core 40 by taking both approved **Technology Preparation** and **College Preparation** classes.

Technology Preparation Classes

Technology Preparation (Tech Prep) classes will be available in the 1994-95 school year. Tech Prep classes will engage you in learning in a hands-on practical setting. Your schoolwork will be connected to real world problem-solving situations that you will encounter in the workplace. Tech Prep classes will fulfill Core 40 requirements. Read page 35 for more on Tech Prep.

College Preparation Classes

College Prep classes will provide you with challenging learning experiences. These experiences will prepare you for the demands of both work and college . If you want to be one of the best prepared students for college, you should think about earning an **Academic Honors Diploma**. Read more about the Academic Honors Diploma, Advanced Placement, and other college credit opportunities on pages 37 to 41.

Need more help?

Look at your career goals. What courses will help you reach them? If you don't know, ask your guidance counselor for help. Also, talk to your parents. What do they think?

take
the Core 40

Starting in the fall of 1994, students entering the ninth grade must enroll in the **Indiana Core 40** . All students must work toward completing the requirements of Core 40.

You must **complete** the Core 40 to be considered for admission to Indiana's four-year colleges. The same courses are strongly suggested for admission to a two-year public college or entry into the workforce. Complete the Core 40 by:

1. Taking 28 to 30 credits from this list.

Language Arts	**8** credits in literature, composition, and speech
Mathematics	**6 - 8** credits of Algebra I, Geometry, Algebra II, Trigonometry, Calculus
Science	**6** credits in laboratory science from the following: 2 Biology 2 Chemistry or Physics and 2 additional credits from Chemistry, Physics, Earth/Space Science, Adv. Biology, Adv. Chemistry, Adv. Physics
Social Studies	**6** credits distributed as follows: 2 U.S. History 1 U.S. Government 1 Economics 1 World History and/or Geography 1 additional course from above or other social studies area
Physical Ed.	**1** credit (two semesters)
Health/Safety	**1** credit (one semester)

2. Choosing 8 credits in courses from the list above or the list below.

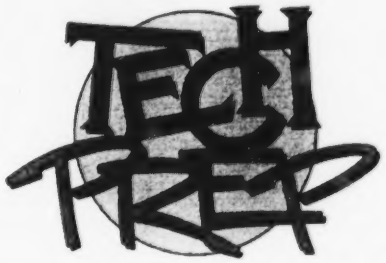
Foreign Languages	Such as Chinese, French, German, Italian, Japanese, Latin, Russian, or Spanish.
Arts	Art, Music or Drama.
Computers	Computer Applications
Career Area	At least 6 credits in a logical sequence from a technical career area.

3. Choosing 2 to 4 more credits from any courses at your school.

learn
about Tech Prep

Tech Prep classes must be available to Indiana high school students in grades 11 and 12 in the 1994-95 school year. Some high schools will also offer these courses to grades 9 and 10. Tech prep courses offer students a new way to learn class material. Core 40 requirements may be met by both College Prep and Tech Prep classes.

What is Tech Prep?



The Indiana Tech Prep program was designed to prepare you for more education and for the workforce. Tech Prep courses are taught with a "hands-on, real world" approach. For instance, a student might solve a math problem and then describe that solution for English class. Many courses will also require students to work in groups to learn and practice teamwork skills.

The Tech Prep program will include courses that target a specific occupation, such as health care, business, manufacturing, or agricultural science. Some options in this program will offer you an opportunity to work part-time in related jobs and apply what you are learning at school. Each school district has developed its own program. Therefore, Tech Prep options will vary.

What does it do?

Tech Prep courses will prepare students for many options after high school. Students will be prepared for employment, apprenticeships, technical and business colleges, and two- and four-year colleges.

To find out more about Tech Prep at your school, talk to your guidance counselor. Then think about your interests, the way you learn, and your future career goals. You might take a Tech Prep course to see if this style of learning is right for you.

With Tech Prep classes now available, you have more options to consider. Make your choices carefully.

develop good study skills

Make the most of your high school classes. Study SMART! Don't just learn the material for a test or a quiz. Put it in your long term memory bank!

Many times your classes may be boring, or it will seem like the material you are learning is a waste of time. But what you learn today will be the basis for what you learn next month or the next. You will find you need that information or skill in future classes on or the job. You will wish you had learned it then.

So, learn it now. If you need help or tips on how to study, call the ICPAC Hotline. We have a booklet entitled "Better Study Skills for Better Grades and Real Learning." It gives you tips on the following:

- **note-taking skills,**
- **writing papers,**
- **listening in the classroom,**
- **reading and understanding,**
- **time management,**
- **improving your memory,**
- **test-taking,**
- **math...and more.**

Need more help?
Ask the Hotline for a free copy of *The ICPAC Study Skills Booklet* (SS)

Erica Newby
St. Mary of the Woods College
from Kokomo
Major: Music Therapy

"Listen to your teachers. They do know what they're talking about. Try to get as much as possible out of high school. If I'd listened more in high school, I'd have done better, like in psychology here. But don't get burned out so you won't be burned out at college."

Where else can you get help?

- Your teacher is often the best source. They are there to help!
- Your parents, neighbors or relatives are also very knowledgeable.
- Ask your guidance counselor about community study programs.
- Educational Consultants or tutors offer these services for a fee. Look under the yellow pages in the phone book or ask your guidance counselor about these.

earn
an Honors Diploma

What is it? An Academic Honors Diploma is awarded to students who complete the following set of courses and meet the requirements listed below. A special seal is affixed to a student's high school diploma to denote this achievement.

How is it different from the Core 40? In addition to the Core 40, students must complete credits in foreign languages and fine arts. In the Core 40, these two areas of study are optional.

Will Tech Prep courses count? Yes. Tech Prep courses which meet Core 40 standards will count toward the Honors Diploma.

What are the benefits? Admission to six of the seven state universities in Indiana is guaranteed if a student successfully completes the Academic Honors Diploma. Also, many Indiana colleges award automatic scholarships to graduates with the diploma who enroll in their schools.

English Language Arts	**8** credits
Social Studies	**6** credits
U.S. government, U.S. history, and economics, with either geography or world history. A social studies elective is needed.	
Mathematics	**8** credits
algebra I & II, geometry, and either advanced unified mathematics, probability and statistics, or calculus.	
Science	**6** credits
2 credits of biology, 2 credits of chemistry or physics, and 2 more credits of chemistry, physics, or earth/space science.	
Foreign Language	**6 - 8** credits
6 credits in one language or 4 credits each in two different languages.	
Fine Arts	**2** credits
Health and Safety	**1** credit
Basic Physical Education	**1** year

- Pass/fail courses do not count.
- You must receive at least a 'C' in every class and have an overall B average.

Want to know more?
Ask the Hotline for *Academic Honors Diploma* (IS-8) or talk to your guidance counselor.

check out
the Indiana Academy

The Indiana Academy for Science, Mathematics, and Humanities is an academically challenging two-year public high school. Because it is state-funded, there is little cost for students. Students live at the Academy, on the Ball State University campus in Muncie.

What is school like at the Academy?
Both social and athletic activities are similar to those at most high schools. Students study math, science, and humanities courses, many of which are integrated. They also

- attend seminars which offer speakers, exhibits, performances, films, and field trips;
- are encouraged to discover new ideas and interests through hands-on experiences;
- may participate in apprenticeships with professionals;
- are encouraged to work together on projects and form study groups to learn together; and
- are required to complete fifty hours of community service during their two-year residency.

Faculty members are carefully selected and are available in the evenings for extra help and attention.

Applications are due by March 1 of your sophomore year. Applications for early decision are due by December 15th.

To apply, you must:

- send a completed application form, official transcripts of all academic work from grade 7 to the present; a record of school and community activities, and an official SAT I score report from a **sophomore year** test date; (Any test date later than January of your sophomore year will be too late.) See your guidance counselor for information about the SAT I;
- provide 4 letters of reference on official Academy forms; and
- attend an interview at the Academy.

Want more information?
Ask the Hotline for
Indiana Academy (IS-90).

Or contact:
Indiana Academy Admissions
Ball State University
Muncie, Indiana 47306
1-317-285-8105

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enroll
in AP courses

The Advanced Placement (AP) Program offers high school students the chance to take college level courses while still in high school. **Starting in Fall of 1994, ALL** Indiana school districts will provide AP courses in science and math. Other AP courses may also be provided:

Art	Computer Science	English	Government	Music
Biology		French	History	Physics
Chemistry	Economics	German	Latin	Spanish

At the end of an AP course, an exam is given. If you score well on this exam, colleges may give you credit for your work in the course. There is a fee for the exam. The state will pay for exams in math and science courses and the course in English Language and Composition . Talk with your principal, teacher, guidance counselor, or AP coordinator to get involved in the Advance Placement Program. It is a good idea to plan ahead. If you start planning now, you can take courses to prepare you for advanced placement work in your junior or senior year.

Other opportunities

There are other examinations for high school students interested in earning college credit. Some colleges offer their own exams. There is also the College-Level Examination Program (CLEP). This program offers tests that may cover subjects not included in the AP program. Talk to your guidance counselor or call ICPAC for more on the CLEP program.

"Take courses in the summer that will transfer to college. Get some out of the way... an AP class, like Calculus I. I took 5 years of math in 4 years. This helped me be ahead. Try to test out of things; you'll get credit and it will let you get through [college] in 4 years..."

Dana Durcholz
Indiana State University
from Jasper
Major : Math Education

Need more information?
Ask the Hotline for:
The Advanced Placement Program (IS-99).

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take college classes

There are two other ways a you can start college before you graduate; they are called Early Enrollment and Dual Enrollment. Any high school student who is qualified can take courses at an Indiana occupational school, college, or university.

"I had 14 hours of AP classes plus four other credits in English when I came here. That makes it easier."

Dylan Schickel
Rose-Hulman
from New Albany
Major : Mechanical Engr. and Economics

Early Enrollment

You could spend your senior year of high school at a college. To enroll early, you must apply to the college you want to attend. If you take the right high school courses, earn good grades, and score well on admissions tests, you will probably be allowed to enroll!

Dual Enrollment

If you live near a college or university, you might be able to enroll in classes on campus to fulfill both your high school requirements and get college credit at the same time. Some high schools also offer such classes as a part of their schedule. This option also allows you to continue to participate in high school activities.

Earning college credit in high school gives you a strong start in college.

Talk to your guidance counselor and the college admissions office for more information about early and dual enrollment. You may have to receive permission from your principal before you participate in either program. Also, you and your parents will be responsible for paying any costs for these programs. Scholarships are sometimes available from the college.

Other opportunities

There are also examinations for high school students wanting to earn college credit. Some colleges offer their own exams. There is also the College-Level Examination Program (CLEP) which offers tests in many different subject areas. Talk to your counselor or call ICPAC for more information about the CLEP program.

study on your own

Independent study and correspondence courses offer students an opportunity to earn credit outside the classroom. These opportunities then allow students to take more classes at school and thus be better prepared for their futures!

High school correspondence classes

Correspondence courses are offered by many colleges. These courses contain lessons that you complete and mail to the instructor. Lessons may also include tapes and telephone conversations between you and instructor. You may be able to earn up to 8 credits towards graduation through correspondence study. Many students complete their Health and Safety Course and other courses such as U.S. History through this method. Before enrolling, check with your guidance counselor for permission to earn this kind of credit.

Independent study

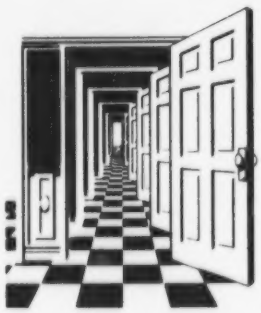
Independent study can sometimes be arranged to learn about a subject for which no course exists. You meet with a teacher and plan how you will study the subject, the books to be used, projects to be completed, and project due dates. You will be responsible for completing the work and meeting the teacher to discuss your progress. Some high schools and many colleges allow independent study.

These courses let you study when it fits your schedule since there is no class period. They also take planning and place a great deal of responsibility on you. But by taking courses this way, you have more time in your regular schedule to take AP courses, dual enrollment courses, or other courses that interest you and prepare you for the future!

Need more help?
Ask the ICPAC Hotline for *High School Correspondence Courses* (IS-100).

prepare for Gateway

The Gateway test will help open the door to success.



The purpose of the Gateway test is to check if you have mastered mathematics, reading and writing skills that educators, business leaders, and labor leaders think are necessary for life.

The Gateway Assessment

The first Gateway test will be given to tenth graders in the 1995-1996 school year. Your class will be the first to take the Gateway test. Under current law, you must pass the Gateway test to graduate from high school.

If you do not pass the test in the tenth grade, your teachers will help you work on areas that need improvement.

You will have other chances to take the test in grades 11 and 12.

The format of the Gateway test is different from the ISTEP test.

There are still multiple choice questions. However, Gateway includes "Constructed Response Questions" and "Performance Assessment Tasks." These questions ask you to find your own answers to math problems or solve problems using information you read in written passages. You will find yourself writing essays, rather than filling in bubbles .

Portfolios

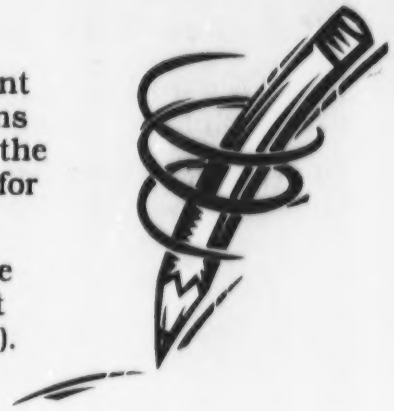
A portfolio is a collection of items you have created. You may include final exams, term papers, pieces of art, video tapes, and computer programs. You might also include descriptions of your work and hobbies. Portfolios are an exciting way for you to show what you have learned. Using your portfolio, you and your teachers can track your progress through high school. Your portfolio can also be valuable after you graduate from high school. They can be used to apply for jobs or admission to other schools.

Want to know more?

ICPAC has sample test questions for the Gateway Assessment.

Call the Hotline for *The Gateway Assessment* (IS-40)

prepare
for standardized tests



Many colleges require students to take a standardized test to be admitted. High schools can be very different, with different grades, classes, and students. Admissions offices must compare students; they use the test as one indicator of your preparation for their classes.

The first test you should take is either the PSAT (Preliminary Scholastic Assessment Test) or PLAN (pre-American College Test). These tests are usually taken in the sophomore or junior year of high school.

Why should you take the PSAT or PLAN?

- **You can learn your strengths and weaknesses.**
  A low score might indicate that you need more work in a particular subject. The test will tell you which areas of a subject were difficult for you. Then you can study these areas.
- **You will be able to practice.**
  In your junior and senior years, you should take either the SAT I or PLAN test when you apply to a college. You will already know what to expect when you take a college admissions test.
- **You could win a scholarship.**
  Students with high PLAN scores are eligible for National Merit Scholarships, National Achievement Scholarships for Outstanding Negro Students, & National Hispanic Scholar Awards.
- **You can prepare!**
  There are many ways you can practice for these tests! Your librarian, counselor, bookstore, or computer software store are sources of materials that can help you prepare.

Want to know more?

Your guidance counselor can tell you which test is required by schools that interest you. Call the Hotline for *College Admissions Tests* (IS-11)

keep
your options open

What does "keep your options open" mean?

In today's world, things are changing rapidly. It means that your plans will have to change as things in your world change.

On average, **American workers change jobs or careers six times in their lifetimes**. Some just change companies but keep the same type of job. But others change their jobs altogether. In addition to changing jobs, **jobs change**.

It also means that **you will change**. You will gain new interests, gain new skills, and look at things differently. Therefore, you are going to have to:

- **be flexible,**
- **be well-rounded,**
- **know how to adapt,**
- **be ready, and**
- **know how to learn.**

How will you do this?

Study hard and prepare the best you can.

Look at lots of jobs, and careers.

Know yourself.

Know how to make decisions.

Make a plan, but be prepared to change it.

Don't rule out any ideas or opportunities.

Sound tough?

Maybe, but it can also be a lot of fun!

Want to know more?

Call the Hotline and order

Essential Skills of the Future Workforce (IS-82)

Maximizing your Employability (IS-93)

use
this information

i

i use your summer

Summer camps can be a good way to learn new experiences, explore new interests and activities, and develop new skills. Attending summer camp also means being away from home for several days and learning about your feelings. In addition, there are many camps which offer summer job opportunities for you to consider. ICPAC maintains an updated list of accredited Indiana camps for high school students, including special needs camps. You can find other camps through such organizations as the Boy Scouts of America, Girl Scout Councils, YMCA or YWCA offices, Boys Club or Girls Club, and others. Call us for this vital information.

Sports camps are another opportunity for gaining new experiences and skills during the summer. The following is a list of Indiana colleges which offer sports camps and specific sports which are available at at least one camp in the state. For an updated list of the specific sports offered at each college, call the ICPAC Hotline in the spring.

Colleges:

Anderson University
Ball State University
Bethel College
Butler University
DePauw University
Earlham College
Franklin College
Grace College
Hanover College
Huntington College
Indiana State University
Indiana University-Bloomington
Indiana University-Southeast
Manchester College
Purdue University-West Lafayette
Rose-Hulman Institute of Technology
St. Joseph's College
St. Mary's College
Taylor University
Tri-State University
University of Evansville
University of Indianapolis
University of Notre Dame
Valparaiso University
Vincennes University

Sports

All-sports Camp
Athletic Training
Baseball
Basketball
Cheerleading
Dance
Diving
Football
Golf
Hockey
La Crosse
Soccer
Softball
Swimming
Tennis
Track and Field
Volleyball
Wrestling

For your summer fun list,
Call the Hotline for
Indiana Summer Camps (IS-66)
Indiana Sports Camps (IS-67)

use your summer

Indiana's colleges offer many summer programs which are both fun and educational for high school students. There is a broad range of topics which students can study for a week or two on a campus. This is a great way to explore a career in that area. You will also get to experience life on a college campus. Below are listed 1994 Indiana college summer programs. For an updated, detailed list, contact the ICPAC Hotline each spring.

Colleges/Programs

Ball State University
- Honors College
- Physics and Astronomy

DePauw University
- Media for Tomorrow
- Project Prep
- Science Practicum

Earlham College
- Explore a College

Indiana State University
- Summer Honors Program with many specialty topics available.

Indiana University-Bloomington
- Philosophy Institute
- Gifted and Talented Youth
- Journalism Institute
- Learning and Living in College
- Summer Music Clinics
- Summer Piano Academy
- Summer Recorder Academy
- Summer String Academy
- Student Leadership

Indiana University-Purdue University at Indianapolis
- Minority Engineering Advancement Program

Manchester College
- Mindpower

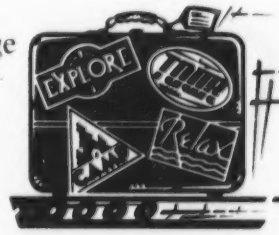
Purdue University-West Lafayette
- Minority Engineering
- For the Gifted

Purdue University-Calumet
- Academically Advanced

Rose Hulman Institute of Technology
- Operation Catapult

University of Notre Dame
- Engineering Intro for Women

For summer fun and learning,
Call the Hotline for
Summer College Programs (IS-68)
International Study and Exchange Programs (IS-69)



Exchange and Study Abroad Programs

The workworld is expanding rapidly, and speaking a second language is becoming an important skill. Many U.S. businesses have offices around the world. Studying abroad allows you to practice a language with native speakers and learn about other cultures. ICPAC compiles a list each spring of approved international educational travel and exchange programs which are appropriate for high school students.

i learn

career and education terms

Academic Advisor: The person at a college who helps students decide what classes to take, what major to pursue, etc. An advisor is similar to a high school guid[illegible]ounselor.

[illegible]ards: College standards that students must maintain, such as a [illegible]t average, in order to remain in good standing with the school.

[illegible]e school year. See CALENDAR.

[illegible]es and schools that meet formal requirements in academic [illegible]ies, etc. are certified by accrediting agencies. Usually, colleges [illegible]edited for thei[illegible]ts to receive financial aid.

Achievement Tests: S[illegible] given by the College Entrance Examination Board i[illegible]ol subjects. Colleges look at test scores when making decisio[illegible], course placement, and exemption. These tests are NOT re[illegible]schools for admission.

ACT: A standardized admission test. See AMERICAN COLLEGE TESTING PROGRAM.

Admission Requirements: Students wanting to attend a specific college must meet a series of requirements (high school grade-point average, standardized test scores, high school courses, etc.) to be considered for admission at the college.

Advanced Credit: Some colleges offer tests for advanced credit. Students who receive a high score can earn credit in specific subject areas.

Advanced Placement: Tests given at the end of an Advanced Placement course. Students who get high scores on advanced placement tests can be placed in upper-level college courses and may receive credit for beginning level courses.

Advanced Registration: A period of time set by most colleges during which students can register early for classes. See REGISTRATION.

Alumni: People who have graduated from a school.

American College Testing (ACT) Program: A producer of standardized admissions tests. Also processes student financial aid application (FAFSA). See STANDARDIZED ADMISSIONS TESTS.

Application Fee: A nonrefundable charge for processing a student's application. In some cases, this fee is waived if a student demonstrates financial need.

Apprenticeship: A training program which results in a certified set of skills for a trade; for instance tool and die maker or welder.

career and education terms

Arts & Sciences: A grouping of academic studies that may include fine arts, languages, social sciences, physical sciences and humanities. The grouping may be called a division, college, or school, for example, the School of Arts and Sciences.

Assistant Instructor (AI): A graduate student who helps a professor. An AI may teach introductory classes, grade papers, or lead discussion sessions; may also be called a Teaching Assistant or TA.

Associate Degree: The degree granted by colleges after students complete a two-year, full-time program of study, or its part-time equivalent.

Baccalaureate or Bachelor's Degree: The degree granted by a college after students have satisfactorily completed a four or five year, full-time program of study, or its part-time equivalent.

Board of Trustees: The policy-making and governing body of a college.

Bulletin: A smaller version of a college catalog. It describes aspects of a particular college or university.

Bursar: The person in charge of money at a college. Students may pay the bursar their tuition, room and board, and other school fees.

Calendar: How a school divides the school year for classes and grading. Calendars usually run from August to May or September to June. School years are usually divided into quarters, semesters, or trimesters.

Campus: The grounds, class buildings, and residence halls of a school.

Career Cluster: A group of jobs or career areas which have similarities or require some of the same skills and abilities.

Career Plan: A set of steps to be followed over a period of time to get a desired job.

Catalog: Book about a particular college which contains general information about classes, faculty, costs, and admission and degree requirements.

Certificate of Completion: Certificates usually granted by occupational colleges after the completion of a course of study.

Chair: The highest administrator of an academic department; is usually a professor.

Chancellor: The chief administrator of an individual college campus.

Civic Group: An organization or club in a community. These groups usually want to improve life in the community.

Coeducational: This term refers to both men and women being included in the facility, for instance being able to attend the college or living in the dormitory.

College: A school offering studies that lead to an academic degree. A college can be an independent school or part of a larger university system.

career and education terms

College Scholarship Service: This service processes students' financial applications, specifically [redacted]d FAF.

College Work-Study [redacted]: [redacted]of financial aid in which students earn money by working pa[redacted]ge. Students apply for [redacted]y by filling out the FAFSA [redacted]ATION FOR FEDERA[redacted]AID.

Commencement: Gradu[redacted]y where students receive [redacted].

Community College: See JUNIOR COLLEGE.

Commuter Student: A student who lives at home, or somewhere off campus.

Competitive Admission Policy: An admission policy where a school only admits students who meet certain requirements.

Conditional Admission: A college may admit students who have not met all the admission requirements. To remain, these students must fulfill specified requirements before or during their enrollment.

Consortium: Arrangement between schools that enables students who attend one school to go to class and use resources at another school.

Cooperative Education (Co-op education): A program in which a student combines employment and study.

Core Classes: Classes that all students in a major program are required to take.

Core 40: Required program of study for all students in Indiana high schools.

Co-requisite: A class that must be taken with a related course.

Correspondence Course: A class where students receive lessons in the mail. They send the completed assignments to instructors. Correspondence courses are examples of independent study. See INDEPENDENT STUDY.

Course: Another name for 'class.'

Course Evaluation: A survey that is usually given at the end of a semester. Students give their opinions about the instructor and the course.

Course Number: Numbers assigned to courses to show the level of their difficulty or depth/breadth of study. 100 level courses are less difficult or broader in scope than 200 level courses.

Credit: How schools measure students' progress toward a diploma or a degree. For a semester, three hours of credit for one college class is common.

Curriculum: The available courses in a particular program of study.

Dean: The highest officer of a division, college, or school, such as Dean of Education.

Declare a Major: Officially tell the college your area of interest.

career and education terms

Deferred Admission: A college may accept a student, but then allow the student to delay coming to the school for one year.

Deficiency Points: These indicate unsatisfactory classwork. Students with these can be put on academic probation or dismissed from school.

Degree: After finishing a program of study at a college, students receive an academic title, for example, a Bachelor of Arts degree from XYZ University.

Department: A specific area of study in a larger college or school. For example, Secondary Education is a department in the School of Education.

Diploma: An official piece of paper given by colleges and high schools to students when they complete a specific course of study.

Discipline: A field of study. See MAJOR.

Discussion Section: Some classes have two types of meetings. One is when the professor lectures. The other, the discussion section, is when a small group of students meets to talk about the material in the lecture. Discussions are usually led by a graduate student. These instructors are called AI's or TA's.

Dismissal: Students can be dismissed or expelled for various reasons, such as for poor grades and/or for breaking school rules.

Distributive Requirements: See GENERAL EDUCATION REQUIREMENTS.

Dorm: Dormitory. See RESIDENCE HALL.

Double Major: Meet requirements for two majors. See MAJOR.

Dual or Concurrent Enrollment: Some colleges enroll high achieving high school students in college courses which may fulfill both high school and college graduation requirements. Students need the permission from the high school principal or guidance counselor as well as admission to a college.

Early Admission: Students can take the necessary standardized tests and apply early in their senior year for admission to some colleges/universities.

Emeritus Faculty: Honored faculty members, usually retired from teaching.

Enroll: To officially select classes. See REGISTRATION.

Exemption: A course requirement which is fulfilled by passing an exam in the subject.

Extra-curricular Activities: Activities that occur outside the classroom.

FAF: See FINANCIAL AID FORM

FAFSA: See FREE APPLICATION FOR FEDERAL STUDENT AID

Faculty: The teachers, professors and instructors who teach at schools.

career and education terms

Federal Pell Grant: A college federal financial aid grant program. Students apply for the Pell Grant by filling out the FAFSA.

Federal Perkins Student Loan: Financial aid for students who show financial need. It is a low interest loan and must be repaid after graduation. Students apply for the Perkins Loan by filling out the FAFSA.

Federal PLUS (Parent Loans for Undergraduate Students): Financial aid processed through a bank or other lending agency to help pay for college. These loans must be repaid with interest and are not deferred.

Federal Stafford Loan: Student financial aid processed through a bank and a college. A student must be enrolled in a college degree program at least part-time to receive a Stafford Loan. These must be paid back with interest after a student leaves school. This was formerly called Guaranteed Student Loan; it requires a completed FAFSA.

Federal Supplemental Educational Opportunity Grant (SEOG): Federal grant for students with exceptional financial need. Student[illegible]ve Pell Grants are considered first for the SEOGs. Apply by filli[illegible]FAFSA.

Fee Waiver: A written statement that says that the student [illegible]have to pay a certain fee. Some scholarships give fee waivers for tuition[illegible]

Finals Week: A period of time at the end of the semester when classes do not meet and final tests are given.

Financial Aid: Federal, state, insti[illegible] private programs which help students pay for college costs. Fi[illegible]can be in the form of loans, grants and scholarships, or work-study pr[illegible]

Financial Aid Counselor: A college staff member who helps students and parents fill out financial aid forms and processes grants, loans, scholarships, and work-stu[illegible]y.

Free Applicat[illegible]ederal Student Aid (FAFSA): This application is required by al[illegible]es to apply for federal, state, and institutional financial aid. Students must file their applications between January 1 and March 1 of the year the student plans to attend college.

Financial Aid Form (FAF): A supplemental application required by some [illegible]ols for school-based aid. Must be completed and mailed to the College [illegible]rship Service. Deadline is same as for the FAFSA.

F[illegible]r College: School offering Bachelors Degrees, which are earned in 4 years.

Fraternity: A group of people associated by a common interest. Academic or business fraternities may be coeducational. Social fraternities are usually for men only. See GREEK ORGANIZATIONS, RUSH, SORORITY.

career and education terms

Full-time Student: A student who carries a minimum number of credits or hours is considered 'full-time' by a college. The number of credits considered to be a full-time load can vary from college to college.

4-1-4 or 4-4-1: Calendar used by some colleges. There are two regular semesters of four months, with one month-long semester between them or following them.

Gateway: Assessment test to mea[illegible]petencies in certain areas of study.

General Educational Deve[illegible](GED Tests): T[illegible] measure the knowledge an[illegible]ned in high scho[illegible] pa[illegible]GED Tests has [illegible]igh school dip[illegible]

G[illegible]tion Requir[illegible] olleges require[illegible] [illegible]es in different [illegible]s. For example, [illegible] [illegible]mber of courses in scienc[illegible], foreign language, and ma[illegible]

Gi[illegible] Financial aid which is not repaid , such as grants and schol[illegible]

Grade Point Average (GPA): A system for evaluating the overall scholastic performance of students. A student's GPA is found by dividing the sum of grade points by the number of course work credits or hours. Grade points are found by multiplying the number of hours for a course by the student's grade in that course. Grades are often measured on a four-point scale in which four equals 'A,' three equals 'B,' etc.

Graduate: A person who receives a certificate, degree or diploma from a school.

Graduate Assistant (GA): A GA helps a professor with research or works for an academic department. GA's usually receive a salary and reduced tuition.

Graduate student: A student who has received a Bachelor's degree and is working on an advanced degree such as a Master's or Doctoral degree.

Grant: A form of financial aid award based on student need; it is not repaid.

Greek Organizations: Social organizations named by Greek letters which students can join. These organizations often engage in social and charity events. Members of Greek organizations frequently live together in a 'Greek House.' See RUSH, FRATERNITY, SORORITY.

Guaranteed Student Loan (GSL): See FEDERAL STAFFORD LOAN.

Higher Education: See POSTSECONDARY EDUCATION.

Holland Code: A system or group of interests and abilities into which most people fit and most jobs can be classified.

Honoraries: Organizations to which students are nominated for membership due to high grades, outstanding service to the school, or both.

career and education terms

Housing: Living arrangements for students at colleges or private secondary schools.

Humanities: the branches of learning concerned with human thought and relations, especially literature, philosophy, fine arts, and history.

Identification Card (ID): Card issued to identify students. ID's are often required for borrowing library books, or admission into school-sponsored activities.

Independent Study: Studying a subject for credit but not in an organized class. This can involve correspondence courses or meetings between the student and instructor. See CORRESPONDENCE COURSE.

Individualized Major: See STUDENT-DESIGNED MAJOR.

Informational Interview: An interview to find out about a job or career, such as the training needed for it and the responsibilities of it.

Institution: An established organization; in the education field, it is a school, college, or university.

Instructor: A nontenured teacher at a school. See TENURE.

Intercollegiate: Any competition or activity taking place between different colleges.

Interdisciplinary: Programs or courses use knowledge from two or more academic areas, such as psychology and anatomy.

Interest Inventory: An exercise or set of exercises used to identify a person's possible areas of career fit.

Internship: Class credit given to students who work at jobs on or off campus. The jobs give them practical experience in their major.

Intramural Sports: Athletic activities between a school's students.

Job Shadowing: Time spent (a few hours or a day) with someone who is at work. This time is used to better understand what people do in that job.

Junior College: Colleges that offer programs (usually two-years or less) that prepare students for immediate employment, or for transfer to a four-year college.

Language House: A student residence where a foreign language is spoken; students who want to learn German might live in a 'German house.'

Liberal Arts: A school or course of study which focuses on developing students' general knowledge and reasoning ability instead of a specific career; the result is often considered to be a well-rounded, general education in the arts and sciences.

Loan: Financial aid that must be repaid with interest after a student leaves school.

Major: Subject areas such as anthropology, economics, or geology in which students take many classes; an area of interest in which students earn a degree.

career and education terms

Matriculate: To register or enroll in a school or college.

Mentor: A mature person who gives advice and help.

Minor: An area of interest studied at the same time as a major. It is rarely in the same department as a major and requires fewer classes than a major.

National Achievement Scholarship Program for Outstanding Negro Students: A scholarship program for African-Americans only, similar to the National Merit Scholarships and based on Junior year PSAT scores.

National Direct Student Loan (NDSL): See FEDERAL PERKINS STUDENT LOAN.

National Merit Scholarships: These competitive scholarships are limited in number and are contributed by corporations and colleges. Winners are determined by scores earned by students on the PSAT and other criteria.

Need Analysis Form: A form, filled out by the student and/or family members, used to determine the amount of financial aid the student can get. The Free Application for Federal Student Aid is a need analysis form. See FAFSA.

Occupational Outlook: A prediction of the number of job openings there will be at a certain time for specific jobs or careers.

Occupational Training: Education and training to prepare the student for a particular occupation.

Office Hours: In education, hours set aside by an instructor to meet with students.

Ombudsperson: In education, a person who acts on behalf of students and others in the school community who have difficulties with the school.

On-the-job-training: Training provided for employees while they are learning a job; employee creates a product or provides a service, while being trained.

Open Admission Policy (Open Door Policy): Admission policy where anyone with a high school diploma or its equivalent can take classes.

Orientation: Programs to help new students and parents get to know a school. Orientation usually takes place before or at the beginning of the school year.

Part-time Student: A student enrolled in a number of course credits or hours which are less than full time. Usually, this is less than twelve credits or hours.

Phi Beta Kappa: A national honor society recognizing excellence in academics in the liberal arts. See HONORARIES.

Philanthropy: An organization that donates time and money. A philanthropic organization may donate money or service to organizations and individuals.

PLAN: Students take this test to prepare for the ACT. See ACT.

career and education terms

Portfolio: A file of materials created by a student which displays and explains skills, talents, experiences, and knowledge gained throughout the student's life.

Postsecondary Education: Education after high school at a public, private, vocational, technical, proprietary, trade or business college or university.

Pre-admission Summer Program: College programs offered to freshmen before fall classes begin. Classes may be skill-building or regular college classes.

Preliminary Scholastic Assessment Test/National Merit Scholarship Qualifying Test (PSAT/NMSQT): A high school test which measures verbal and math skills and prepares students for the SAT I. It determines eligibility for the National Merit Scholarship. See SCHOLASTIC ASSESSMENT TEST.

Preprograms: Course sequences for undergraduate students to prepare them for graduate work in the same area. Examples— pre-law and pre-medicine.

Prerequisite: Beginning class that prepares students for a more difficult class.

Private School: A college or school which is not supported by a state. Some private schools have a religious affiliation or are single sex schools in Indiana.

Probation: Status given to students whose GPA has fallen below a certain minimum level. This can vary from school to school.

Professor: A teacher at a college.

Program: Set of required courses for a degree in a major area of study.

Proprietary Schools: Colleges that are run as profit-making institutions. These colleges provide students with practical training in specific fields.

Prospectus: A booklet of general information about a college or program.

Provost: The college chief academic officer who is responsible for faculty and courses.

Public School: Schools supported by the state to pay part of its operation costs.

Quad: Group of residence halls or academic buildings.

Quarter: A calendar used by some colleges. The quarter school-year is broken down into four distinct periods, each lasting about 10 to 12 weeks.

Quiet Floor/Hours: Part of a dormitory or hours during the day where students are expected to maintain a very low noise level.

Reading Days: Days between the end of classes and beginning of final exams. Students use these days to prepare for final exams.

Registrar: Person in a school who manages classes and academic records.

Registration: Officially enrolling in classes for the upcoming grading period.

career and education terms

Religious Affiliation: Private colleges may be associated with religious organizations. For example, the University of Notre Dame is affiliated with the Roman Catholic Church.

Remedial Course: A course that teaches students skills that are needed to [illegible] college courses. Many students learn these skills in high school. [illegible] in the areas of math, writing, and reading.

Requirements: A set of conditions that must be met in order to do something, [illegible] accepted to a college, complete a degree, etc.

Residence Hall (Dormitory): A campus building where students live. They provide food service along with social and educational activities. Some schools require that students live in residence halls for a certain amount of time.

Residency Requirements: Most colleges require that students spend a certain amount of time on campus [illegible] or living on campus. This term can also mean the minimum amount of time a student must live in the state to pay in-state tuition, which is lower than the fee paid by out-of-state students.

Resident Assistant (RA): A trained student who lives in a dormitory to coordinate programs and activities. Resident Assistants may also help students with problems in the dorm or counsel students about campus difficulties.

Rolling Admission: Schools with this admissions practice decide whether or not to admit students as soon as they receive the required materials from the student.

Room & Board: The price for living in residence halls or other campus housing and receiving meals from the housing food service.

Rush: A period of time when students participate in parties and activities to get to know the members of Greek organizations on campus. Greek organizations hold rush to meet possible new members. See GREEK ORGANIZATIONS.

SAT I: See SCHOLASTIC ASSESSMENT TEST.

SAT II: Subject Tests: See SUBJECT AREA TESTS

Satisfactory Academic Progress: Completion of courses according to school standard. Satisfactory academic progress must be shown to receive financial aid.

Scholarship: Financial aid awarded for academic and other achievements (music, athletics, etc.). Scholarships do not have to be paid back.

Scholastic Assessment Test I (SAT I): A standardized admission test published by the College Entrance Examination Board (CEEB). See STANDARDIZED ADMISSIONS TESTS.

Semester: Calendar system used by some schools. Classes and grade reports are divided into two periods, each lasting about 15 weeks.

Sorority: A women's social organization often identified by Greek letters. See FRATERNITY, GREEK ORGANIZATIONS, RUSH.

Standardized Admissions Tests (SAT I, ACT, etc.): These tests are designed to measure verbal and mathematical knowledge or skills and are used to predict achievement in college. The test score may considered along with other factors for admission to the college.

Student Activities: See EXTRA-CURRICULAR ACTIVITIES.

Student Body: All the students who attend a particular school.

Student Center or Student Union: A building on campus designed for a variety of uses by students. A bookstore, student organization offices, dining facilities, administrative offices, game rooms, etc. may be located here.

Student-designed Major: At some schools, students can plan an individualized major. Such programs must be approved by appropriate school administrators.

Study Abroad: Programs where students can go to school for a period of time in another country while making regular progress towards their diploma or degree.

Subject Area Tests: Standardized tests given by the American College Testing Program or College Board in specific high school subjects, such as biology, a foreign language, etc. Colleges look at these test scores when making decisions about course placement, exemption or admission to a specific program. Many programs do not require these tests for admission.

Support Services: Services provided by most colleges to help students in areas such as academics, veterans affairs, adult, and special-needs (differently-abled).

Teaching Assistant (TA): See ASSISTANT INSTRUCTOR.

Tech Prep Courses: Classes which are taught by using the material to be learned in an active or applied manner.

Tenure: Status granted after a period to teachers and professors at schools. Tenure guarantees long-term employment there.

Terminal Program: Educational programs to prepare students for a specific career.

Transcript: The official record of a student's educational progress; it may include listings of classes, grades, major area, and degrees earned.

Transfer Student: A student who changes from one school to another. Grades and credits from the first school are counted at the second. Schools may not accept ALL the credits earned at another school.

Transfer Program: College program that prepares students to complete the degree at another school. Often 2-year colleges have transfer programs to prepare students for 4-year colleges.

career and education terms

Trimester: A calendar system used by some colleges. This system is made up of 3 periods, each lasting about 10-12 weeks.

Tuition: The cost of classes or credits at a school.

Tutor: Tutors are experienced adults or students who help others study a specific subject. Some schools provide free tutors. At others, students pay for tutors.

Two-Year College: A college with programs leading to an Associate degree.

Unconditional Admission: Students who meet all the admission standards of a school are given this status.

Undergraduate: Student working toward a bachelor's degree.

University: A postsecondary institution which has several colleges or schools, grants graduate degrees, and may have research facilities.

Upperclassperson: Student who is a junior or senior but who has not yet received an undergraduate degree.

Vocational/Technical: A school or college where students get 'hands on' training in a specific career area. These colleges usually offer two-year and shorter programs.

Waiting List: A list of those students who will be admitted to a college or school only if there is space available. Students placed on a waiting list are usually notified if they are admitted sometime between mid-May and mid-June.

Waiver: A requirement which is not enforced, such as class waiver or fee waiver.

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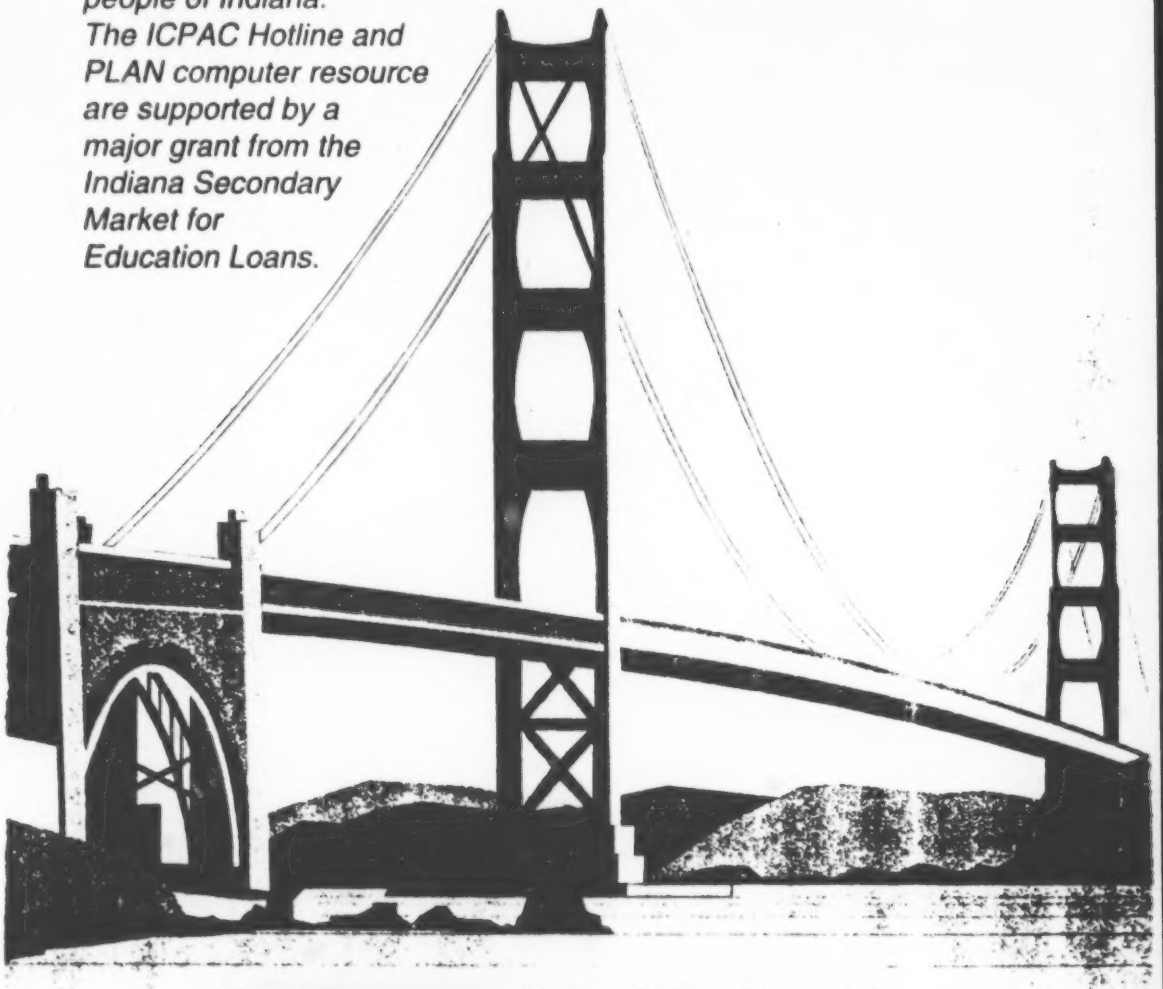
The ICPAC Hotline and PLAN computer resource are supported by a major grant from the Indiana Secondary Market for Education Loans.



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